

OUTLINE OF MATERIAL TO BE DISCUSSED WITH MR. [REDACTED] EXECUTIVE OFFICER OF  
OCR -- 13 DECEMBER 1956

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Status of Records Management Inventory in OCR

1. Inventory completed in all divisions and branches except Library, Machine Division, and a readjustment to be made in schedule for newly created Documentation Division.
2. Approximately 114,000 cubic feet of records have been inventoried, 60 per cent of total.
3. Estimated completion date, March 8.
4. Biographic Register - Eighty thousand punched cards transferred to the Center. Fifteen cubic feet of publications sent for storage in Supplemental Distribution.
5. Two hundred cubic feet of records from Special Register Division transferred to Center. *Special Area*
6. Sixteen cubic feet of records in Biographic Register destroyed.
7. Three cubic feet of records in Graphics Register destroyed. Established stock levels for Graphic Register publications in supplemental distribution which authorized the destruction of 54 cubic feet.
8. Installed Subject Numeric System in five organizational units in Special Register.
9. Installed Subject Numeric System in Office of Division Chief and two branches in Graphics Register.
10. Agreement reached on transfer of 12 safes of punched cards to be moved from North Building to Records Center.
11. Agreement reached to transfer five 5-drawer cabinets from North Building to Records Center.
12. Shelf filing tentatively agreed to in Biographic Register.
13. Potential shelf filing applicable to Industrial Register.
14. [REDACTED]

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